



# Maryland Judiciary

## Job Announcement

**[mdcourts.gov/jobs](http://mdcourts.gov/jobs)**

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<b>Opening Date:</b>	October 1, 2015	<b>Closing Date:</b>	October 15, 2015
<b>Job Title:</b>	Commissioner	<b>Position Type:</b>	Regular Full-Time
<b>PIN:</b>	N16080	<b>FLSA Status:</b>	Exempt
<b>Location:</b>	District Court for Queen Anne's County Centreville, Maryland	<b>Grade/Salary:</b>	J13/1 \$47,322
		<b>Financial Disclosure:</b>	Yes

**Essential Functions:** District Court Commissioners are judicial officers involved in conducting initial appearances, issuing charging documents, summonses and warrants, setting and accepting bonds or determining conditions of pre-trial release for arrested persons. District Court Commissioners receive general supervision from a District Court Managing Commissioner or Administrative Commissioner and perform the full range of duties with complete independence after an initial period of training and orientation. District Court Commissioners are assigned to day, evening or night shifts, or serve in an "on-call" capacity, and are subject to call-in during emergencies and staffing shortages. Work is performed in a District Court building, police station or Central Booking facility. Employees may be exposed to individuals who are hostile, emotionally charged and/or unhealthy or wounded.

District Court Commissioners are appointed by the Administrative Judge of the assigned District with the approval of the Chief Judge. District Court Commissioners serve at the pleasure of the Chief Judge.

**Education:** B.S. or B.A. degree from an accredited college or university.

**Skills/Abilities:** Demonstrated experience using a personal computer and the ability to type efficiently. Excellent interpersonal skills as well as a professional demeanor. Candidate must have the ability to make decisions based on criteria set forth in the Law and Administrative regulations. In addition, candidate must have the ability to work day, evening, or night shifts including weekends. Must be able to travel to various court locations in District 3. Ability to perform all essential functions of the position.

**NOTE: EMPLOYEE MUST RESIDE IN QUEEN ANNE'S COUNTY UPON EMPLOYMENT.**

**Application for DC Commissioner (DCA89) must be submitted. To receive application, please call the Commissioners Office located in Cecil County 410-996-2725 or download the application from our website: [www.mdcourts.gov](http://www.mdcourts.gov). Materials must be received by 4:30 p.m. on the closing date at the address below:**

**Jessica Smith, Administrative Commissioner  
Commissioner's Office  
District Court of Maryland  
170 E. Main Street  
Elkton, MD 21921**

The Maryland Judiciary is a drug-free workplace and an equal opportunity employer, committed to diversity in the workplace. The Maryland Judiciary does not discriminate against an applicant because of an individual's race, color, religion, sex, sexual orientation, pregnancy, national origin, age, disability, or genetic information. Applicants who need an ADA Accommodation for an interview should request the accommodation when notified of a request to be interviewed. Applicants must be United States citizens or eligible to work in the United States.